NRCG Business Committee 2nd Quarter Conference Call
6/4/2019

On Call- Amanda Boatright, Amber Honsaker, Wanemah Hulett, Tracey Nimlos, Sarah Lee, Biddy Simet, Ray Hart (filling in for Diane Cartney), Becky Shepard, Ann Vogt, Kelly McKee, Brenda Even, Debby Wesselius, Jeff Gardner, Joanne Marceau, Loretta Forsberg, Fauzia Massey, and Erin Lally.

2019/2020 IB/Finance Training Course

Discussion on which finance classes should be offered for next training season. Next season NRTC will focus on offering Logistics classes. Finance courses offered will be:

- Advanced Cost
- E-ISuite
- Incident Business Workshop

The following training season the focus will be finance at NRTC, so L973, L975, etc. will be offered then.

Amanda will reply to email to Rosie to get courses scheduled for 2020/2021 training season.

Follow up note: Advanced Cost will not be on the 2019/2021 training calendar, e-ISuite is scheduled for December 2019 and IB Workshop will be in May 2020. Advanced Cost will be scheduled for December 2020.

Medevac Authorization Form

- Discussion on a tool developed in Great Basin to document decisions to transport patients via medevac.
- Form meant to document decision for medevac for individuals to submit to OWCP to potentially prevent having part of their claim denied. Good to front-load this kind of information as this documentation is difficult to get after the fact, when there may be a question on why a patient was transported a certain method.
- Group decides to adopt. Tracey and Jeff will access the final statement and add some clarification in regard to how the injured employee will need to follow their home agencies guidelines and processes. Potential to push this up the chain and standardize nationally.
- New Action Item – deadline 6/17/2019, Amanda will present at the next NRCG BOD call on 6/18/2019.

NR NERV SOP Update

- Finalized and sent to Juanita. Not on the NERV site yet but has been posted on the NRCG bulletin board.
- Intent to move forward having NERV and DNRC agreements, utilizing vendors on DNRC agreement as first source for pool vehicles, if they cannot meet need, then NERV will be used as next option for pool vehicles.
- Biddy created the table for the SOPs that explains who/what/when/who pays of the agreement for how we can going to operate in the region

2019 NR Finance Webinars AAR
- Evaluation forms were emailed to all who attended. Received 29 responses, out of close to 100 participants.
- Majority of feedback was positive. Negative comments were more related to logistical issues; courses running ahead of schedule and participants not on mute.
- Time zones may have been an issue for some
- Received positive comments on the EQTR session. Participants liked the breaks between sections and interactive questions
- Majority of people said they intended to use and/or share recorded sessions, which are now posted. Thank you to Amanda and Tracey for their work to record and post sessions.
- Positive feedback for recording them as many couldn't attend live sessions.
- Anticipate webinars to be posted on the Business Committee site until next round of webinars.

Do we need to update the Quick Cost Estimator?
- Per Heather - e-ISuite rates are not getting updated this year, so probably don't need to update
- Fauzia updated last season, should still be good, but rates can be updated by the user if necessary

Becky has updates for the Injury and Illness guide. Sarah will update guide and can get that posted.

Other Committee Tasking Reviews Status (CMRG & ATV/UTV)
ATV/UTV –
- The Operations Committee would like feedback from the Business Committee for their updated UTV/ATV guidance based of feedback received at IMT meeting. Amanda sent out, got one response with a few changes. The Ops Committee would like to get this out in time for Board of Directors meeting the 18th.
- Changes include
  - Removed section that required a Safety Officer to check operator card and added language that operators will possess appropriate drivers' qualifications
  - Removed the stipulation that agency owned equipment requires inspection
  - Would like to combine two forms into one- the authorization form and the order form
- Suggest adding a field for the operator to sign, for added accountability

Critical Mission Resource Group
- Discussion of draft paper
- Purpose to consolidate critical national resources, will be managed by NR Operations Officer, to provide short-term critical support to incidents.
- Will be fully self-sufficient, and exclude ADs or contractors.
- Intent is to order them on their own critical mission incident, using the NR support code for preposition and staging, and then will be loaned out to fires as requested.
- Movement will be fluid; easy check in/check out. Will charge to individual incidents as appropriate and will keep their own time.
- COST will enter as a single line item- finance will support medical/injury, no inspections unless requested for safety reasons
- Mobilization and demobilization will take place through NRCC- can be done virtually, not specifically located at the GACC.

- Will be presented at Board of Directors meeting 6/18

Review of Action Items

Incident Business Webinar – Agenda	Amanda	DONE
COMP Transports - Briefing paper and decision tree	Tracey	DONE
Draft SOPs for NERV Program	Holly and Wanemah	DONE
Send NRCG LUA SOPs out for comments and editing	Jeff	DONE
Create Incident Donation Guide – add ND, SD, ID guidance for incoming, agency specific policy for outgoing.	Amanda, Wanemah	June 1

- No Report

Cost share template update	Tracey	June 1

- will change date, save tracked changes

Inquire with BOD need for Agency Administrator Workshop for 2020	Tracey?	Before 2020

- Haven't done yet but have talked to Forest Service Regional Office Fire and Aviation staff. They have just finished a Fire Program Review for the Kootenai NF and will be doing one for the Bitterroot NF next week. Have received feedback on this matter and this might be a topic the Board of Directors should address.
- Incident Business topics could be one part of overall workshop. This group shouldn't take on by ourselves but should contribute to it
- Tracey will send Amanda topics that have come up to bring up in the next BOD call

Dispatch Overtime Coding Guidance – locating or creating	Tracey	TBD

- Found language addressing in the MT and ID Annual Operating Plans, will highlight and forward to group.
- Becomes sticky when state and fed employees aren't doing this the same when it comes to billable fires. We will draft clarification and ask Kathy to send out to dispatch community, to standardize this across centers.
- Question re: Expanded Dispatch. Not very common for WFPR funded people to work in expanded, except maybe the expanded supervisor.
- If supporting legitimately then should be charging overtime to fire--- appropriate cost for fire.
- Just because you are on a resource order doesn't necessarily mean it is appropriate to charge all time to incident, especially at home unit
- Ongoing

Update - Incident Business Mini Guide for ICS Supervisors	Tracey	DONE
Add tribal specifics for Chapter 50 Supplement	Amanda	Ongoing

Round Robin – Liaison, Zone and Agency Reports/Updates
- BIA- nothing to report
- IDL- nothing to report

- DNRC- porta toilet and rental agreements out for signature, Type 2 crews back and signed, working to get agreements on the website
- FS- Central Zone Incident Business detailer behind Lily starting next pay period and Deanna is back from DC on July 9th.
- BLM- National Preparedness Review coming up, Sarah added folder for BLM guidance/policy on the FireNet Team Drive
- NPS- No selection yet for Glacier FMO, Yellowstone will not be refilling Georgia McAdams' position in same capacity, backfilling with general admin person
- NWCG IBC, Brenda Even – service animal guidance, National Buying Team Guide both out, will be reviewing AD pay plan in near future. South Dakota IMT has been assisting with flood response

Reminder of Upcoming Meeting/Call Dates
- Next conference call -- August 6th @ 1400
- Fall Meeting – November 6-7th in Billings